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Po Box 250 Webster, NC 28788 📍

Employment Opportunity – CCR&R NC Early Childhood Coach

SALARY: \$46,000- \$52,000 Annually

LOCATION: Webster NC/Hybrid

JOB TYPE: Full time

DEPARTMENT: Child Care Resource and Referral

Position Overview:

To provide training, coaching and technical assistance to support high quality child-centered Practices in childcare centers, family childcare homes and after school programs in Region 8.

Duties/Responsibilities:

- Provide technical assistance, support and encouragement to new childcare and after school programs in the region to achieve licensure in region.
- Provide technical assistance, support and encouragement to existing childcare centers and homes in region.
- Provide technical assistance to existing programs to maintain and improve licensure status and quality.
- Assure that all mandatory CCR&R training is provided.
- Provide pre-licensing technical assistance to new centers and homes.
- Provide technical assistance to new centers and homes with a temporary license.
- Provide technical assistance to centers and homes in the accreditation process
- Work with providers on professional development activities, specifically accessing TEACH, WAGES, online classes and enrollment in higher education.



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- Provide technical assistance to assist centers and homes to obtain higher star licensure.
- In centers and homes, provide technical assistance assigned as a result of an abuse and neglect investigation.
- Work with other staff in the unit and in the Subsidy Unit to meet the county goals for referrals. (Mountain Child Care Connections)
- Represent the agency on Smart Start committees and others, as assigned.
- Represent the agency on regional conference planning committees as assigned.
- Attend training and professional development opportunities as assigned.
- Work on the development of provider groups regionally. (Directos groups, FCCH groups, etc.)
- Attend regional collaborative meetings. Such as: Communities of Practice, Region 8 meeting, etc.
- Be knowledgeable of and provide resources for providers and other community partners seeking information about childcare.
- Keep abreast of the needs, concerns and work of the R&R staff.
- Become familiar with and keep updated on center and home accreditation materials.
- Distribute R&R information materials as needed.
- Carry out duties of the pre-apprenticeship and apprenticeship programs SWCDC sponsors
- Maintain respect and confidentiality at all times.
- Other duties as assigned.



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Education and Experience:

Bachelor's Degree in Child Development, Birth to Kindergarten, Early Childhood, or related field.

- More than 2 years of experience in early childhood settings.
- 2 years of experience in delivering resource and referral services.
- Knowledgeable of and ability to use computer systems and programs

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: PO Box 250, Webster NC 28788. Applications may also be emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

****SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***